



**City of Hermosa Beach**  
 1315 Valley Drive, Hermosa Beach, CA 90254  
 310.318-0203 - Fax 310.372-6186  
 Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



Received By: CC  
 Referred To: ComDev  
 Date Referred: 5-24-18

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Clint Bowen</u>		Email: <u>data.ce@properant.com</u>
Address:		Phone: <u>252-917-0257</u>
City:		Fax:

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

Action Requested:

Review Only

Copies Requested

Action Taken:

Document Reviewed

Copies Provided

Refusal/Reason

By \_\_\_\_\_ Date \_\_\_\_\_

Non-Existent Document

Other (Please Explain)

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_ Notified By: \_\_\_\_\_ Date Picked Up or Mailed \_\_\_\_\_



# Public Records Request

Respected Official,

We are working on a research project that integrates various bits of publicly available data with GIS mapping to understand patterns in demographics, property development, and migration.

We request the following records:

1. Copies of actual code enforcement notices of violation sent by the jurisdiction to property owners between the dates of 4/15/18 through 5/15/18. **OR**
2. A summary report of code enforcement notices of violation sent by the jurisdiction showing the date of notice sent, property address and violation type between the dates of 4/15/18 and 5/15/18..

We recognize that there is a wide range of staffing levels, record keeping systems, and available resources to respond to this request. Our intent is to obtain the address and violation type for code enforcement violations so that we can plot them on our maps. Whichever of request #1, or #2 is easier and cheaper for your jurisdiction to deliver we are ok with.

3. Unrelated to the first two items, a financial report containing the address and dollar amount of any special assessment (sometimes called direct levy) on any property in the jurisdiction that presently has an outstanding balance and/or payment arrangement with the jurisdiction.

--Should you have questions or request clarification on any of the aforementioned requested materials, please do not hesitate to contact me at 252-917-0257. Please contact me if you have questions related to open or closed cases.

This letter was mailed as a certified letter, and is also accompanied by a duplicate request that is being submitted electronically. Please treat those requests as a singular request. Our intent was to ensure that the request made it to a responsive and responsible party within the organization, not to duplicate your work efforts.

We request these materials electronically. Please send the information to [data.ce@properant.com](mailto:data.ce@properant.com). Should your organization not have the capability to complete our request electronically, please send it via USPS to:

Act 10 Solutions  
8450 82nd St Unit 107  
Pleasant Prairie, WI 53158

If you require payment in order to complete this request, please send us the estimate of cost to produce the requested records.

We thank you for your energy and efforts in completing this request, and look forward to receiving the records.

Clint Bowen  
Partner  
Act 10 Solutions



Wisconsin      Minnesota      Texas      North Carolina      Illinois      Germany      Washington